

Proctor and Residential Staff Checklist

Staff/Proctor Parent/Volunteer:

BCI Original and Current Exp:

Date of Hire:

Initial and Annual Proctor Parent License:

Auto Ins for proctor home Exp (100/300):

Quarterly inspections of Proctor home:

Within the first week- 2 hours of training (Staff/Proctor/Vol)

- a. Orientation to requirements of Division Contract
- b. The Contractor's Program Manual*
- c. DHS Provider Code of Conduct
- d. Orientation to UFACET & Levels of Care*
- f. Emergency Management & Business Continuity Plan
- g. Abuse and Harassment training
 - (1) Zero-tolerance policy for abuse harassment
 - (2) How to comply w/ Contractor's P&P
 - (3) A Client's right to be free from abuse and harass
 - (4) The right to be free from retaliation
 - (6) How to avoid inappropriate relationships w/clients
 - (7) Comply w/ laws related to mandatory reporting
 - (8) Laws regarding unlawful sexual activity w/a minor
- g. Discipline methods (aggression mgmt.)

k. Suicide Prevention

l. Gang education-gang activity slang, tagging, names*

m. Emergency/Crisis Incidents: As described in this Contract

n. Emergency/Safety Intervention (same as above)

o. Gender specific services, programming for adolescents

(1) Adolescent gender-specific dev. and health issues

(2) Gender-specific responsivity issues

p. TAL Services (Proctor only)*

Additional Training for Specialized Populations

r. Sexual Abuse/Sexual Offenders

a. Behavioral characteristics of sexual abuse victims and clients w/ sexual behaviors.

b. Family dynamics

c. Supervision needs of clients w/ sexual behaviors.

b. Use and effects of psychopharmacology

t. Mental Health Diagnoses of FASD, TBI, and ASD

a. The need for individualized tx planning

b. The organic nature of these diagnoses

c. Behaviors that are specific to these pops

d. Programming shall be focused on structure and repetition to replace insight-based interventions.

Within the first 60 days- 32 hours (Non-Clinical Staff & Proctor)

- a. Basic Child/Adolescent Development & Behavior
- b. Child Abuse, Neglect, & Unstable Family Dynamics affect Child Development
- c. Trauma informed care, separation, grief, loss
 - (1) how trauma impacts both behavioral & mental health
 - (2) how separation from fam./caregivers affects the clients
 - (3) how to assist the Client in handling feelings of sadness, loss
 - (4) the benefits of including the Client's family in care
 - (5) How to detect and respond to signs of abuse
 - (6) the importance of effective transition plans.
- d. Cultural Sensitivity
- e. Practice Guidelines for LGBTQ youth
- f. Behavior Management
- h. Require. for Medical, Dental, & Mental Health Appt, Med. Management & Document
- i. First-Aid & CPR Certification
- j. Current DHS/DJJS Incident Report Writing Policy (first week for proctor)*

s. Substance Dependent/Substance Abuse

Address substance dependency and abuse

u. Mental Health Diagnoses

a. How to understand and interact

c. Appropriate interaction w/ clients

v. Behavioral Disorders

a. How to carry out interventions

x. Individual needs of a specific Client: such as how to care for a specific health care, behavioral, or developmental needs.*

Proctor and Residential Staff Checklist

Within the First 12 months- 12 hours of training based on the Contractor's program

1. Practice Model Provider Training provided by DCFS

Total of 12 hours:

On-site staff and proctor parents-First 12 months of employment

1. How to use and apply reasonable and prudent parent standards

This training shall be completed either through DHS/DCFS or, with prior written approval by the DHS/DCFS Program Administrator, through another organization.

Existing Non-Clinical Direct Care & Proctor Parents

The Contractor shall ensure that all staff and proctor parents hired prior to this Contract shall complete, or have completed, the above trainings, no later than 60 days after the effective date of this Contract.

Annual Training- 20 hours of training

a. Review of Require. of Division Contract

b. Review Use of Confidential Info

c. DHS Provider Code of Conduct

d. Emergency Management & Business Cont., including Emergency Response & Evac. Resp.

e. Medication Management Procedures

f. CPR and First-Aid Certification

g. Emergency/Crisis Incidents, emergency safety intervention, DHS/DJJS Incident Report Guide

Assessments for all training

Develop and implement a method to assess and measure the proctor parents and staff's understanding of the information and materials presented in each training session. The following are examples: Pre and Post-testing and written summary of training content.

Training shall be documented

1. Training title as listed in Contract & brief description

2. Date Training Completed

3. Time* and Duration of Training Course

4. Instructor Name & Qualifications Related to Course

5. Employee Signature (Handwritten or Electronic)

6. Name of curricula used (proctor only)

7. Documentation of each employee's competency training

Tracker Requirements & Documentation

-21 years of age, 3 references, DL, Auto Insurance

-Dates of service & activities

-Duration of service and activities

-Detailed description of specific services and activities (conversations, goals discussed, upcoming activities)

-Name of individual who provided service

Contractor provided copy to CM w/in 3 days of mo.

NOTES: